



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 17110-2993

October 6, 2006

PENNSYLVANIA BULLETIN NO. PA120-7-1

SUBJECT: ADM – Additional Copying of Conservation Plans for Contractors and others.

Purpose:: To inform employees of the NRCS Pennsylvania policy on the copying of conservation plans.

Expiration Date: September 30, 2007

Background. With recent inquiries from offices regarding TSPs, contractors, etc., requesting copies of a landowner's conservation plan and the time involved in copying these plans, this guidance is being issued. This is strictly guidance.

The Privacy Act of 1974 (codified at 5 U.S.C. 552a) grants every NRCS customer a statutory right to obtain copies of their records. Please note the policy to release this information is a separate issue. The Privacy Release Form also attached. This Release Form will be a PA Supplement to the General Manual under File Code 120. Although the right to obtain copies is absolute the Privacy Act allows agencies the right to collect fees for making copies (5 U.S.C. 552a(f)). The U.S.D.A. established that the same fees charged for Freedom of Information Requests are to be used for the copying of these records (7 C.F.R. 1.120).

Policy: NRCS may provide copies of the first 100 pages of a customer's file free of charge upon request. The charge for copies in excess of the first 100 pages is twenty cents per letter sized copy, and fifty cents per copy for any larger size.

The requestor shall schedule the copying task with the county office involved. The county office will inform the requestor if any charges will be applicable and the estimated cost. The attached form shall be filled out by the county office and signed by the requester prior to providing the copies. The completed billing form will be sent to the State Office Finance department so they may start the billing process using I-BILL.

Should you have any question, please contact Tim Sittig, Contracting Officer at 717-237-2245.

/s/ *Craig R. Derickson*

CRAIG R. DERICKSON
State Conservationist

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